

Traveler/Routing/Author izing Officials Responsibilities



Responsibilities

- 1. Follow policy and procedures outlined in Appendix O, JFTR/JTR**
- 2. Be provided necessary amenities to meet their mission**
 - **Transportation, Food, Lodging**
 - **Reasonable and necessary expenses**
- 3. Make all arrangements through the DTS/CTO**
 - **Tickets - Air, Rail, Bus**
 - **Rental Cars**
 - **Lodging**
 - **24 hour toll free number for assistance**



Traveler Responsibilities

4. Be advised in advance of their entitlements

- “Should-Cost”

5. Should be paid every 30 days when TDY is over

45 days (Partial Payments)

- Prior approval required
- Payment corresponds to arrival of charge card bills

6. Comply with all ethics rules

- Federal and Departmental ethics rules
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Traveler Responsibilities

7. Frequent traveler benefits (Promotional Items)

- May now be kept by the traveler for personal use
(Frequent traveler miles/points, upgrades, etc)
- Must have been obtained under the same terms as those offered to the general public and at no



Treated as Honest, Responsible
additional expense to the Government
Customers

- ◆ **Review the Document for Accuracy or Local Policy**
- ◆ **May be in Routing List to Apply a Line of Accounting**
- ◆ **Will apply the “REVIEWED”, “CERTIFIED” or “AUTHORIZED” stamp in DTS**
- ◆ **Must be appointed in writing**



- ◆ **Broad Authority to complete mission**
- ◆ **Direct/Authorize Travel (Authorization)**
- ◆ **Certify Travel Claims (Voucher)**
- ◆ **Determine Fund Availability/Obligate Travel Funds**
- ◆ **Approve Trip Arrangements/Travel Expenses**
- ◆ **Document all exceptions to normal travel policy**
- ◆ **Will apply the “APPROVED” stamp in DTS**



- **Must be appointed in writing as an Accountable Official**
- **COL training**
- **DD 577 Signature Card on File**
- **Pecuniary Liability**



Self-Authorizing Official

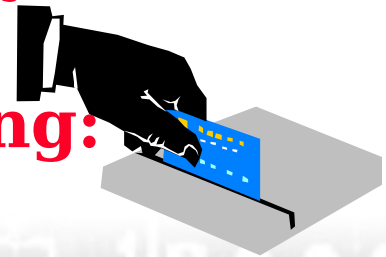
- ◆ NO BLANKET TRAVEL ORDERS IN DTS
- ◆ Designated in Writing as “Self-Authorizing Official”
- ◆ May approve their own travel authorization
- ◆ **CANNOT** certify their own travel voucher



Government Charge Card



- ◆ Only Given to Frequent Travelers (2 or more times a year)
- ◆ Used for Official Expenses Only
- ◆ Use is **MANDATORY** for all travel-related expenses:
 - Transportation (Determined by Service/Agency)
 - Lodging
 - Rental Vehicle
 - Other Travel Related Expenses (Meals, Gas, etc.)
- ◆ Unless exempt by Service/Agency head or GSA approved exception for one of the following:
 - Vendor does not accept
 - Local transportation, parking
 - Taxi, tips
 -



Government Travel Charge Card



- ◆ If Traveler has a government charge card, must use card for ATM Advance to be reimbursed fees
- ◆ If Traveler does not have government charge card, military will be reimbursed for advance fees if they use personal card (Civilians currently will not be reimbursed fees)



Transportation

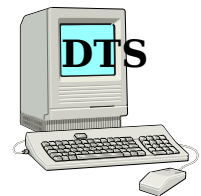


Commercial Air

- ◆ As directed/authorized by AO to meet mission requirements




- ◆ Contract **“City Pairs”**
Other than contract flights must be documented



- ◆ American Flag Carriers (**Fly America Act**)
- ◆ Coach Class should be used when possible

Rental Vehicles

- ◆ Cannot be directed to take a Rental Vehicle TDY/TAD
- ◆ Authorized for official business 
- ◆ Reimbursement for all costs associated with rental
- ◆ Should be from rental agency with a MTMC government agreement
- ◆ No insurance required if using agency with MTMC

(May be authorized in

Government Transportation

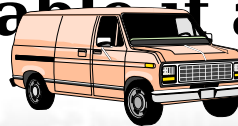
Military Air - Patriot Express (Formerly Cat B)

- Used when available and meets mission requirements

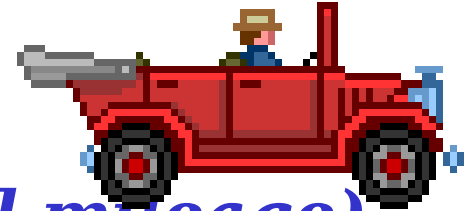


Government Ground Transportation

- Used for official business only
- Traveler could be liable if accident occurs and not in official capacity



Private Vehicle



- ◆ Cannot be directed to take POV
- ◆ Standard mileage rates apply
(Must use DTOD to get official mileage)
- ◆ Traveler must be clear that use is:
 - (1) For the benefit of the Government
(Full Reimbursement)
 - (2) For the convenience of the traveler
(Reimbursement based on should cost of authorized travel mode)

Travel Days

Commercial Air

- CONUS = 1 day
- OCONUS = Elapsed Time of Travel
(Schedule Departure to Arrival Time)



POV/Rental Vehicle

- 400 miles a day



Ground Transportation (Bus, Train, etc.)

- Elapsed Time of Travel
(Schedule Departure Date to Arrival Date)



Lodging



Government Lodging



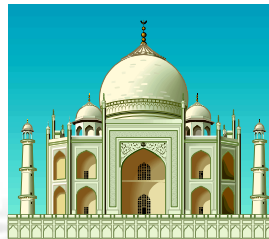
- ◆ To meet mission requirements
- ◆ Government quarters should be used if available and TDY/TAD to installation
- ◆ Government quarters not available must obtain non-availability number

***Cannot direct a DoD Civilian to stay
in***

Government Quarters

Commercial Lodging

- ◆ To meet mission requirements
- ◆ Up to 300% of published per diem rate
- ◆ Taxes “*Not Included*” in CONUS Rate, claim as a separate reimbursable expense
- ◆ No reimbursement if staying with relatives/friends



Meals and Incidentals M&IE



Meals

- ◆ **First/last day - 75% rule**
(First TDY/TAD location or stopover)
- ◆ **If TDY/TAD to installation and staying in quarters**
use of government mess rate may be prescribed
(Must be prescribed before travel begins)
- ◆ **Proportional meal rate**



Proportional Meal Rates



What Are They?

- ◆ Proportional meal rate is the average of the locality meal rate portion of the Meals and Incidental Expenses (M&IE) amount and the cost for three meals in a Government mess (Dining Facility)
- ◆ The appropriate amount for incidentals (CONUS vs OCONUS) is added



DTS software will compute correct rate



When Used

Four circumstances:

1. Lodged in Government quarters on base -
at least one meal is available (but not all three) in
a Government mess
2. Lodged in Government quarters on base -
Government mess available rate prescribed by AO
(all three meals) but mess was only available for
some, not all three meals, as anticipated
3. One or two meals are otherwise paid for by the
Government (e.g., a registration fee)
4. Meals must be purchased - not entitled to per diem
(Missed Meals)

Who Authorizes/Directs

- ◆ The Authorizing Official (AO)



- ◆ Commander of a school house
(i.e. training facility)



- ◆ Prescribed rate may be increased later
(Cannot be reduced after the fact except for meals provided through conference fee, registration fee, etc)



Incidental Expenses

- ◆ The “IE” portion of Meals & Incidental Expenses (**M&IE**)
- ◆ Covers miscellaneous expenses (**Do not confuse with reimbursable**)
- ◆ CONUS = \$3.00
- ◆ OCONUS = rate for applicable locality per diem or \$3.50 (**when AO determines \$3.50 to be a anticipated incidental expenses**)



Reimbursable Expenses



Reimbursable Expenses

- ◆ Travelers are to be reimbursed for necessary and reasonable travel/transportation related expenses.
- ◆ Expenses must be “travel” related such as:





- Costs of traveler's checks, money orders, or certified checks
- ATM Fees
- Passport/Visas Fees
- Costs of Birth Certificates
- Lodging Taxes for (CONUS only)
- Currency Conversions/Cashing U.S.

Government Charge




- Energy Surcharge/Resort Fees
- CTO Fees



Reimbursable Expenses

- Tips for taxis/limousine 
- Parking Fees at terminal (NTE cost of taxi fares)
- Mandatory charges for using carrier terminal 
- Costs of transportation to/from terminal
- Transportation costs around the TDY location 
- Baggage tips (Civilians only if Government property) 
- Laundry/dry cleaning/clothes pressing (Civilians - CONUS only (4 nights TDY) (Hawaii - CONUS only (7 nights TDY) (M...))

◆ The following expenses must be authorized/approved

- Calls Home (AO must limit amount) 
- Typing services/Clerical assistance
- Service Fees for
Interpreters/Packers/Guides/Vehicle Drivers
- Storage of property used for official business 
- Room rental used for official business
- Connections used for computers
- Excess Baggage 
- Registration Fees
- Dual Lodging Costs
- Lodging Late Checkout Fees

When in doubt -- Check with your AO!

Special Circumstances



Local Travel

- ◆ For 1 day TDY in Local Area of the PDS:
 - Receive expense for necessary transportation, if transportation is not provided
 - If POV is used, receive mileage minus normal distance driven to and from work
(Less the Normal Transportation Cost to get to work)
 - Use Odometer Reading for Local Travel
 - No meals, nor per diem



For 1 day TDY outside limits of PDS, the AO will:

- ◆ **Approve standard business transportation**
- ◆ **Authorize M&IE rate of 75% for the TDY location (highest rate if more than one)**
- ◆ **Civilians not reimbursed for meals unless TDY exceeds 12 hours**

Trips Home

- ◆ If authorized, may be permitted for TDY in excess of 3 weeks
 - Roundtrip transportation
 - En route per diem
- ◆ If not authorized, reimbursement limited to per diem at the TDY/TA location



Special Entitlements

Group Travel



- Entitlements may vary
- 10 or more travelers must be processed by TO
- Less than 10 travelers will go thru the CTO
- Normal business travel reimbursement rules apply
 - unless “no/limited reimbursement” has been directed by AO



Field Duty

- Everything ordinarily associated with per diem furnished
 - without charge
- No per diem payable during field duty



Special Entitlements

TDY Aboard Vessels

- No per diem payable
- Quarters and mess provided
- Civilians may be reimbursed for food costs



CHECK WITH YOUR AO



KNOW YOUR ENTITLEMENT



After the Trip



After the Trip

Under the Defense Travel System, the traveler will:

- ◆ Fill out and provide a travel voucher within 5 days of returning



- ◆ Supply original receipts for all lodging expenses and for all reimbursable expenses of \$75 or more to AO/CO



- ◆ Comply with all local policies and procedures for their

Authorizing Official (AO/CO) **MUST:**

- ◆ Confirm that the travel occurred
- ◆ Approve or disapprove traveler's exceptions
- ◆ Verify that all exceptions to policy have been documented
- ◆ Review required receipts and certify the claim for payment
- ◆ Retain records to substantiate certified travel claims (including original receipts) in the office where certification occurred for 6 years & 3 months



Summary

- ◆ **Simplified travel rules in Appendix O**
- ◆ **Travelers have certain rights and responsibilities**
- ◆ **Use of the Government Charge Card**
- ◆ **Transportation, Lodging, Meals provided**
- ◆ **Reimbursed for travel related expenses**
- ◆ **Create**



Questions?

